

Real Estate Acquisition Guideline - 5.16.G (12/15/99)

[Last Update: \(12/15/99\) RShibata:dal - 5.16.G.0](#)

[Real Estate Acquisitions - 5.16.G.1](#)

[Acquisition Process - 5.16.G.2](#)

[Policy - 5.16.P](#)

Last Update: (12/15/99) RShibata:dal - 5.16.G.0

This guideline has been reformatted for placement on Sandia's External site.

Real Estate Acquisitions - 5.16.G.1

The following procedures are applicable to real estate acquisitions.

- Real estate acquisitions shall be mission essential; effectively, economically, and efficiently managed and utilized; and disposed of promptly, when not needed;
- Acquisitions shall be justified, with documentation which describes the need for the acquisition, general requirements, cost, acquisition method to be used, site investigation reports, site recommended for selection, and property appraisal reports; and
- Acquisition by lease, in addition to the requirements in paragraphs (1) and (2) above:

- Shall not exceed a one-year term if funded by one-year appropriations.
 - May exceed a one-year term, when the lease is for special purpose space funded by no-year appropriations and approved by DOE.
 - Shall contain an appropriate cancellation clause which limits SNL's obligation to no more than the amount of rent to the earliest cancellation date.
 - Shall be consistent with Government laws and regulations applicable to real estate management.
-


Acquisition Process - 5.16.G.2


The SCR must assure that the requirement for real estate acquisition is accompanied by a Preliminary Real Estate Leasing Plan (PREP) which has been prepared by the Facilities Organization, as well as any appraisal or pricing information that will be needed to negotiate a lease. This document must be reviewed and approved by the Certified Realty Specialist at the DOE Kirtland Area Office, Real Estate Office (KAO-REO) and the DOE Contracting Officer before any proposed acquisition can proceed to solicitation. The PREP is the decision document affecting all leasing activities and should accompany the purchase requisition.

Disposition of Government Property at Leased Locations - 5.16.G.3

Disposition of government property at leased locations will be processed through Sandia's Space & Real Estate Management Organization. DOE Property Management Regulation, DOE-PMR 109-45.304-2-50 must be followed for the disposal of any Government Property, at any leased location, if the property is not being returned to Sandia.

Send feedback on ideas and information on this page to the Process Expert, Randy Shibata.

{PRIVATE "TYPE=PICT;ALT=[mailto:]"}  [Randy Shibata](#)

{PRIVATE "TYPE=PICT;ALT=[Mail to:]"}  [Frank Lujan III](#)
